

Custodial, Labor and Trades Branch

INTERNATIONAL

COACH

OPERATOR

Equipment Operation Group

Transit Series

8/03 (AM)

General Purpose

Under general supervision, on assigned shift, provides bus transportation services over specified international routes.

Typical Duties

Operate passenger coach following prescribed time schedules. Involves: Inspect body of coach, tires, doors, windows, motor performance and other safety equipment for unreported damage or malfunctions and making necessary adjustments. Pick up assigned route material, including trip sheets and transfer pads, from dispatcher. Ensure farebox is installed and in proper working order. Maintain time schedules within departmental limits. Ensure passengers are properly accommodated prior to putting coach into motion. Check time schedule and boarding passengers at designated bus zones. Ensure proper fares are deposited into farebox. Issue and receive transfers. Check passenger identification cards and punching fare cards. Perform passenger counts.

Perform related duties as assigned. Involves: Answer passenger questions on routes, discharge zones, schedules and fares. Assist the elderly and disabled on and off the coach. Report unusual incidents to supervisors. Count and turn in transfers. Report mechanical defects, road hazards, traffic accidents and passenger injuries to supervisors and relief drivers. Operate a two- way radio. Recommend service improvements.

Knowledge, Abilities and Skills

- Good knowledge of passenger coach operations.
- Good knowledge of local, State and Mexican traffic laws and driving customs.
- Good knowledge of hazards and safety precautions of the trade.
- Some knowledge of departmental policies and procedures.
- Some knowledge of geography of the City and neighboring communities.
- Ability to effectively communicate orally in Spanish and English, and in written English.
- Ability to follow oral and written instructions.
- Ability to discern and report equipment malfunctions.
- Ability to adhere to prescribed routes and schedules.
- Ability to courteously impart information to the public.
- Ability to perform simple arithmetic and complete simple reports.
- Ability to establish and maintain effective working relationships with fellow employees, official authorities and the general public in a courteous and tactful manner.
- Skill in the safe operation and care of passenger coaches and two-way radio equipment.

Other Job Characteristics

- Subject to mandatory recall and flexible or extended work hours including weekends and holidays.

Minimum Qualifications

Training and Experience: Equivalent to the completion of the El Paso Transit Coach Operator Training Program or of the tenth grade and two (2) years experience in the operation of passenger buses or medium commercial vehicles.

Licenses and Certificates: Texas Class "B" Driver's License with passenger endorsements.

Special Requirements: Be 21 years old. Hold a valid required passport. Pass a background investigation. Be qualified to obtain required Visas. Must pass periodic physical examinations as required by applicable federal regulations. Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Human Resources Director

Department Head